



Q. I am the simply the p-card holder/person responsible for registering the attendees (I am not attending). How do I register people but not myself?

- If you are not an attendee; but you need to register persons for the event, it is not necessary to log into the system. On the Welcome Page, click 'Continue' leaving both the email address and password fields blank. If the person has attended an EEOC event in the past three years please call us at 866.446.0940 or email <mailto:eeoc.traininginstitute@eeoc.gov> to have the password reset.**



Welcome to the EEOC Training Institute

You are registering for the

EEOC Events on Jan 03, 2022 hosted by the EEOC Phoenix District Office.

If you have previously registered for an EEOC Training event, retrieve your profile details or complete an existing registration by entering your email and password and selecting CONTINUE.

IMPORTANT: If you are not an attendee; but you need to register persons for the event, [READ THIS FIRST.](#)
 If you need to request an INVOICE, [READ THIS FIRST.](#)

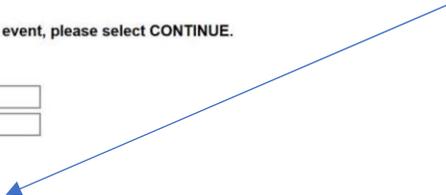
If you do not know your password, please use the Forgot Password link: [Forgot Password?](#)

If you have not previously registered for an EEOC Training Institute event, please select CONTINUE.

Email Address

Password

Continue



NOTE: Your registration is not valid until you have successfully completed the entire process and received a printable confirmation page and an email.



How to Register Other People for EEOC Events

- On the “Registration Profile” page, fill out the form with the information for the person who will be attending the course. **If you are not attending do not put your information in the fields.**

NOTE: If you receive an “Email address is already in use” error when entering the attendee’s email during Step 2, please call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to have the password reset.



Registration Profile * denotes field is required.

Email Address	*	<input type="text"/>
Password	*	<input type="password"/>
Re-enter Password	*	<input type="password"/>
First name	*	<input type="text"/>
Middle initial		<input type="text"/>
Last name	*	<input type="text"/>
Occupation/Title	*	<input type="text"/>
Company name	*	<input type="text"/>
Address	*	<input type="text"/>
Address Line 2	*	<input type="text"/>
City	*	<input type="text"/>
State/Province	*	<input type="text"/>
Zip Code	*	<input type="text"/>
Phone Number	*	<input type="text"/>
TTY Number?	<input type="checkbox"/>	TTY ?
Additional Email		<input type="text"/>
CC Additional Email?	<input type="checkbox"/>	
What is your organizations business?		
<input type="radio"/> Federal <input type="radio"/> State/Local <input type="radio"/> Private		

Continue



How to Register Other People for EEOC Events

- At the bottom of the 'Registration Profile' page, in the field that reads 'Additional Email' write your email address and **check the box that says, 'CC Additional Email'**. This will ensure that you are emailed the confirmation and receipt for your attendee.

City *

State/Province *

Zip Code *

Phone Number *

TTY Number? TTY ?

Additional Email

CC Additional Email?

What is your organizations business?

Federal

State/Local

Private

Continue

- Click 'Continue' to access the next page. Answer the additional questions and be sure to check the 'Attendee Detail' option. If you are registering more than one person Click 'Add Another Registrant' and continue following the steps. If you are only registering one individual click 'Continue' to enter the last page of the registration form and skip to Step 7.

Additional Information

* denotes field is required.

How did you learn about this event? *

Colleague

EEOC event

Email

Mail

Newspaper/Newsletter Professional Organization

Other

SHRM

Social Media

Website

What is your position category? *

Attorney

EEO Director, Manager, Supervisor

EEO Professional (Investigator, Counselor, Specialist)

HR Director, Manager, Supervisor

HR Staff

Mediator, ADR

Other Manager, Supervisor

President, CEO, Owner

Union Representative

Other

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years?

YES NO

Do you require any accommodation, due to a disability, in order for you to attend this program? *

YES NO

Attendee Detail

Please confirm the attendee fee.

Attendee EEO Seminar \$ 349.00 Limit: 170 Available: 103

Add Another Registrant **Continue**



- After clicking 'Add Another Registrant' you will be taken back to the Registration Profile page. This is where you will enter the second attendee's information. Be sure to fill the 'Additional Email' box with your email address and check the box that says, 'CC Additional Email.'
- Repeat steps 2-4 until all registrants in your organization are registered.
- Verify that all information is correct. If you are registering multiple people, make sure they are listed under 'Other Registrations on this Order' Click 'Continue' to enter the payment page.
- If you are going to be paying via Credit Card, check the 'Charge my Credit Card' option and enter the card details. If you need an invoice, you can safely exit the form and call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to request your invoice.

EEOC Training Institute
...Learn from the Experts

Provide Payment Information

Description	Quantity	Amount	Total
Attendee EEO Seminar	2	\$349.00	\$698.00
		Total:	\$698.00
		Balance due:	\$698.00

Pay via Credit Card

Charge my credit card. *

AMERICAN EXPRESS VISA MasterCard DISCOVER

Credit Card Type *

Name as it appears on card *

Credit Card # *

Credit Card Exp. Date * /

CSC Number * [What is the CSC Number?](#)

The charge will appear on your credit card statement as EEOC Training Institute. "EEOC Training Institute"
The screen will turn into a printable receipt after this card has been approved. This process usually takes about 5 seconds.

A note about security: The information on this page is being transmitted securely using Secure Sockets Layers (SSL) to encrypt data. If the web address does not show "https://", it is because of the way your browser displays the frames of this page.

Billing Address

If your billing address is different from the address shown below, please enter your billing address.

Use the billing address below:

Address Line 1

Address Line 2

City, State/Province, Zip Code

Non-U.S. Province, Country

Continue

- If you are paying via credit card, click 'Continue' to process the card. You will be directed to a confirmation page. **A copy of this confirmation will be sent to both you and the registrant.** If you do not receive a confirmation email within 10 minutes call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to have it resent.